



## Job Opportunity Bulletin

### Office Technician (Typing)

<b>Tenure/Timebase:</b>	Permanent/Full Time
<b>Office/Location:</b>	California Commission on Teacher Credentialing Professional Services Division 1900 Capitol Avenue Sacramento, CA 95814-4213
<b>Salary:</b>	\$2598 - \$3157 per month
<b>Final Filing Date:</b>	February 16, 2007
<b>Contact:</b>	Lori Gonzalez (916) 324-8004

Under general supervision of the Division Director, the Office Technician (Typing) will perform the following duties:

- Provide clerical support for assigned consultants to include: word processing and formatting flow charts, graphs, and reports utilizing a variety of clerical office software programs on the computer; photocopying, typing, mailing materials, bulk mailings, maintaining consultant calendars and schedules, arranging travel, preparing/processing Travel Expense Claim (TEC) forms; and answering telephones.
- Coordinate and organize conference meetings to include panel member travel/hotel arrangements and Travel Expense Claims (TECs).
- Proofread and edit documents/materials prepared by staff including composition of correspondence and forms; exam/research data/studies for inquiries of applicants, volunteer/panel members, individuals in the field, or the general public; and assemble appropriate materials for mailings and meetings.
- Responsible to maintain and update as necessary a logging and filing system utilizing an automated tracking system on data based software programs to yield statistical information and other record keeping of program standards, program evaluation, exam/research documents, and legislative proposals in the process of review and approval. Maintain status of document approvals and compile information for resources for access by Commission staff and members of the general public. Maintain a storage library of hard copy documents. Purge documents as appropriate and prepare organized materials for archives for correct storage periods.
- Direct/answer general telephone inquiries regarding consultant assignments; deliver messages to appropriate staff; apply CCTC guidelines and policies; and respond to inquiries with businesslike professionalism and sensitivity.

**CONDITIONS OF EMPLOYMENT:** Typing Certificate and Fingerprint Clearance is required.

#### DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Ability to work independently with minimal supervision
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Excellent interpersonal skills

#### WHO MAY APPLY:

Applications will be accepted from individuals at the Office Technician (Typing) level, those within transfer range, or individuals with list eligibility. The appointment is subject to the State Restriction of Appointment (SROA).

#### IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678), to the above address, Attention: Lori Gonzalez. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 07-168 on the front of the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.